384thBombGroup.com Standard Operating Procedure

Procedure: Add New Aircraft Album To 384th Bomb Group Photo Gallery

Established: 17 November 2016

Updated: 25 June 2017, 11 January 2021

Assumption: Photo albums are hosted by Piwigo software on the 384thBombGroup.com server.

Prerequisite: Photo album for subject aircraft must not exist.

1) **Purpose:** Create a new aircraft album to contain images related to an aircraft, and link to its One384thAircraft page.

2) **Procedure:**

   a) Create Album.
      i) Navigate to the appropriate Aircraft album – B-17F or B-17G.
      ii) Confirm that no album exists for the tail number (they should be in numerical order).
      iii) Select **Edit → Properties Page** from the top menu bar.
      iv) Select **manage sub-albums**.
      v) Select **create a new album**.
      vi) Enter the following four data items in the blank provided for **Album name**:
         (1) B-17x (x is F or G), followed by a Space
         (2) Serial number, followed by a Space
         (3) Squadron code, followed by a Comma and a Space
         (4) Name, UPPERCASE, in quotation marks (double quotes), or **Unnamed**, mixed case without quotes.
            (a) Example: **B-17G 42-97251 BK*O, "SNUFFY"**
      vii) Select **Create** to complete creation of the new album.

   b) Edit album **Description.**
      i) Select the **Edit** option below the new album name in the list.
      ii) Enter general descriptive and historical information about the aircraft in the blank provided for **Description**.
         (1) Note: Refer to standard operating procedure **Photo Album Name and Description SOP**.
      iii) When complete, select **Save Settings**.

   c) Move album to proper position.
      i) Return to the **manage sub-albums** B-17F or G page.
      ii) Drag the new album to its proper place in numerical order.
      iii) Select **Save manual order** to make that change permanent.

   d) Create Permalink (permits page scripts to automatically generate link to album).
      i) Select **Administration** from left menu.
      ii) Expand the Albums topic at left and select **Manage**.
      iii) Select the **Permalinks** tab.
      iv) Select "**Add/delete a permalink**"
      v) Locate the album just created in the **Album** pull-down menu and click on it.
      vi) Enter the aircraft model (F or G) followed by the serial number in the **Permalink** box.
      vii) Select the **Submit** button to complete the operation.

   e) Update Aircraft table record to enable automatic display of album link.
      i) Find the database record for the aircraft in the Aircraft table.
      ii) Edit the record.
      iii) Enter the digit 1 (one) in the **AlbumExists** field.
      iv) Select **Go** to complete the database update.